



October 24, 2003

**MEETING NOTICE FOR MEMBERS AND GUESTS  
OF THE DIVISION OF THE STATE ARCHITECT (DSA)  
ADVISORY BOARD**

**POLICIES AND PROCEDURES COMMITTEE**

A public meeting will be held on:

**Wednesday, November 5, 2003**

3:00 p.m. – 5:00 p.m.

Division of the State Architect

1130 K Street, Suite 102, Sacramento, CA 95814

Murdoch, Walrath & Holmes Conference Room

(916) 445-8100

**A G E N D A**

**Committee Members**

Lowell Shields, Chair

Gale Bate

Steve Castellanos

Kerry Clegg

Rich Henry

Art Ross

David Smith

**Committee Staff**

Chip Smith

Elena Tarailo

- I. Introductions
- II. Appeal Process Updating
- III. Board and Committee Membership Updating
- IV. New Business/ Schedule Next Meeting
- V. Adjourn

Any questions may be directed to either Elena Tarailo at (916) 445-0119 or Dan Rasmussen at (916) 327-7230. If you are unable to attend this meeting please notify Dan no later than Friday, October 31, 2003.

Sincerely,

Howard "Chip" Smith, Jr.  
Interim Executive Director  
DSA Advisory Board

**Reminder: Please call (916) 327-7230 on Tuesday, November 4, 2003 after 3:00 p.m. to confirm that the meeting will take place as scheduled. The recording will verify the meeting date and location.**

The meeting facilities and restrooms are accessible to the physically disabled. Requests for accommodations for the disabled (assisted listening device, sign language interpreters, etc.) should be made to the Division of the State Architect Advisory Board office no later than 5 working days prior to the day of the meeting.

### **DIRECTION AND PARKING INFORMATION**

The DSA Headquarters office building is located on the corner of K Street & 12<sup>th</sup> Streets. K Street is pedestrian only access.

#### **Arriving at Sacramento Metro Airport**

Take Interstate 5 South to downtown Sacramento. Exit I-5 at J Street and continue on J Street to 12<sup>th</sup> Street. At 12<sup>th</sup> Street turn right.

Taxi and Super Shuttle van services are also available at the airport.

#### **Driving from the West on I-80**

Travel east on I-80 until you reach Sacramento. Stay on I-80 into Sacramento (do not take the I-80 east off-ramp to Reno). Take the 15<sup>th</sup> Street exit, and turn left onto 15<sup>th</sup> Street. From 15<sup>th</sup> turn left onto L Street. From L Street 3 of the parking garages listed below are easily accessed.